

100-1-1000

Office of Legislative Liaison

Routing Slip

TO:

	ACTION	INFO
1. D/OLL		
2. DD/OLL		
3. Admin Officer		
4. Liaison		
5. Legislation		
9.		
10.		

SUSPENSE

Date

Action Officer:

Remarks:

Name/Date

TRANSMITTAL SLIP		
TO: Director, Office of Legislative Liaison		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

ADMINISTRATIVE - INTERNAL USE ONLY

OLL FILE Regs
 Recept # Recora

DDA Registry
 85-34371

LEGISLATIVE LIAISON
 85-3145

09 OCT 1985

MEMORANDUM FOR: Executive Director
 Director, Intelligence Community Staff
 Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science and Technology
 Chairman, National Intelligence Council
 General Counsel
 Inspector General
 Comptroller
 Director, Office of Legislative Liaison
 Director, Public Affairs Office
 Executive Secretary
 Administrative Officer, ODCI

FROM: Harry E. Fitzwater
 Deputy Director for Administration

SUBJECT: Annual Circulation of Handbook of
 Required Regulatory Readings

1. The Handbook of Required Regulatory Readings, copies of which are held by all components, must be circulated annually in October to all Agency employees. The current edition, issued 5 October 1982 (with subsequent modifications), contains information with which all Agency personnel must be familiar in carrying out their duties and responsibilities. Each employee therefore is required to read the handbook annually and certify that he or she has done so.

2. Please ensure that all supervisors undertake the necessary action to have all employees for whom they are responsible read the material in the handbook and certify that they have done so by signing their full names on a routing sheet attached by the supervisor to the handbook. Supervisors will retain the signed routing sheet as a record of employee compliance.

3. A further revision of reflecting a change in style and organization, is currently in the process of Agency-wide coordination but will not be published by the end of October. However, the essential policy set forth in the edition that will be circulated for review by all personnel remains in effect.

/s/ Harry E. Fitzwater

Harry E. Fitzwater

STAT

SUBJECT: Annual Circulation of
Regulatory Readings

[REDACTED] Handbook of Required

STAT

RPD [REDACTED] (4 October 85)

Distribution:

Orig - DDA

~~1 - Each Addressee~~

1 - DDA Chrono

1 - DDA Subject

1 - RPD Chrono